DOCUMENT RESUME

ED 473 702 IR 058 650

AUTHOR	Stein, Barbara L.; Brown, Risa W.
TITLE	Running a School Library Media Center: A How-To-Do-It Manual for Librarians. Second Edition. How-To-Do-It Manuals for Librarians.
REPORT NO	No-121
ISBN	ISBN-1-55570-439-5
PUB DATE	2002-00-00
NOTE	179p.
AVAILABLE FROM	Neal-Schuman Publishers, 100 Newfield Ave., Edison, NJ 08837 ($49.95 plus shipping). Tel: 866-672-6657 (Toll Free); Fax: 866-209-7932 (Toll Free); Web site: http://www.neal-schuman.com; e-mail: orders@neal-schuman.com.
PUB TYPE	Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	Elementary Secondary Education; *Learning Resources Centers; *Library Administration; Library Collection Development; Library Facilities; Library Personnel; *Library Services; *School Libraries

ABSTRACT

This book is a guide to running a school library media center for both new and experienced library media specialists. Chapter 1 offers survival strategies, including goal setting, time management, and stress management. Chapter 2 examines the major administrative aspects of running a school library, such as writing policies and procedures, scheduling, budgeting, and preparing reports. Chapter 3 discusses procedures for ordering and processing materials. Chapter 4 concerns cataloging, Chapter 5 covers circulation, and Chapter 6 deals with maintaining the collection. Staff duties are outlined in Chapter 7. Chapter 8 is devoted to the physical facility, with particular attention to ways to arrange the facility to gain the most effective use of space. Chapter 9 deals with information literacy. Chapter 10 covers all aspects of programming and ways to promote the media center. Appendices include: book, media, and audiovisual vendors; sources for supplies, book and media reviews, free and inexpensive materials, and instructional aids; a learning style indicator; professional associations; and the Library Bill of Rights. Contains an index. (MES)

Reproductions supplied by EDRS are the best that can be made
from the original document.

THIS
DOCUMENT
NOT
AVAILABLE
FROM

EDRS